

**WILLIAMSBURG PLANNING COMMISSION  
MINUTES  
2005 COMPREHENSIVE PLAN WORK SESSION #1  
Monday, January 12, 2004**

A work session of the Williamsburg Planning Commission was held on Monday, January 12, 3:30 p.m., in Conference Room 3A, Municipal Building, 401 Lafayette Street.

**ATTENDANCE AND CALL TO ORDER**

Present were Commissioners Freiling, Friend, Young, Hertzler, McBeth, Pons and Smith. Also present was Planning Director Nester and Zoning Administrator Murphy.

Mr. Freiling called the meeting to order.

**WORK SESSION DATES**

The following work session dates were scheduled: January 27, 3:30 p.m.; February 9, 6:30 p.m.; February 23, 3:30 p.m.; March 8, 6:30 p.m.; and March 22, 3:30 p.m. All meetings will be in Conference Room 3A at the Municipal Building, 401 Lafayette Street.

**FORMAT FOR WORK SESSIONS**

The following format was agreed upon for work session meetings:

1. Open Forum
2. Discuss Comprehensive Plan issues with scheduled group or organization
3. Review scheduled Comprehensive Plan topic
4. Information items
5. Open Forum

It was agreed that work sessions should be approximately two hours in length.

**PROCESS FOR COMPREHENSIVE PLAN UPDATE**

Mr. Nester reviewed the proposed process for the Comprehensive Plan update, and noted that will need to be adjusted and refined as the process moves forward. The following specific points were made:

- Consider the possibility that one or two Commission members could accompany Mr. Nester when he meets with various groups. Mr. Nester will check with the City Attorney.
- Format for public information meetings is important. Consider breaking down into smaller focus groups led by individual Commission members.
- Hearing from the Sentara Reuse Community Advisory Committee.
- Keeping City Council informed about Planning Commission discussions on the Comprehensive Plan update.

## **TOPICS FOR FUTURE WORK SESSIONS**

Mr. Nester outlined the following topics for future work sessions:

- Meetings with Colonial Williamsburg Foundation, College of William & Mary, Williamsburg Land Conservancy, Williamsburg Area Chamber of Commerce, Industrial Development Authority, Beautification Advisory Committee, Architectural Review Board, Williamsburg Area Association of Realtors. Several groups could be scheduled for an individual work session.
- Presentation by Assistant City Manager on the results of the Citizen Surveys since the adoption of the 1998 Comprehensive Plan
- Review history of Comprehensive Planning in Williamsburg
- Discuss housing issues with Codes Compliance Administrator John Catlett, Zoning Administrator Carolyn Murphy, and representatives from the Williamsburg Redevelopment and Housing Authority

The exact schedule will depend upon the availability of the groups and individuals.

## **IDEAS FOR PUBLIC PARTICIPATION**

Mr. Nester reviewed ideas for public participation throughout the Update process. The following ideas were discussed:

- Careful choice of topic and/or geographic areas for meeting topics
- Vary format at meetings
- Non-televised meetings should be considered as part of the mix
- Use of a meeting facilitator should be considered for some of the public meetings

## **PROGRESS ON RECOMMENDATIONS FROM THE 1998 COMPREHENSIVE PLAN**

Mr. Nester review the progress made on recommendations from the 1998 Comprehensive Plan, and noted that major progress had been made in implementing these recommendations. He noted that some had not been implemented, some had been implemented in part, and some had been revised.

## **OTHER**

It was decided that the major topic for the next work session will be discussion the major concerns of the Commission members for the Comprehensive Plan update. Commissioners should bring their list of top concerns for discussion. The goal will be to develop a list of major issues for the Update.

The meeting adjourned at 5:45 p.m.

Paul Freiling  
Williamsburg Planning Commission